

Travel Requirements

Hitchhiker's Guide to CEFMS

Travel under CEFMS has numerous changes. One of the more important changes is the routing and approval sequence. Before we begin with the actual entering of the data, please take note of the following:

- * The *Traveler* or someone on his/her behalf will originate the travel order.
- * There must be a *Travel Requesting Official*. This person must have the proper authorization set up in the Access Control Table, Screen 10.1. This individual may be the traveler or anyone having knowledge that the travel is required. Use the **F4** list function or query a specific travel order number.
- * There must be an *Approving Official*. This person must have the proper authorization set up in the Access Control Table, Screen 10.1. This individual must be in the travelers exact organization or a parent organization. The approver does not need to have fiscal manager approval authority on the Funding Work Item. Use the **F4** list function or query on a specific order. For *Contractors or Other Government Employees*, use the **Ctrl+F2** function to query the orders.
- * There must be a *Funds Approval Official*. The individual must have the proper authority set in the Access Control Table, Screen 10.1, as well as fiscal manager approval authority on the funding Work Items cited on the travel order. This approval will create, approve, and certify the purchase request created in the background. Use the **F4** list function or query on a specific order. This person may be the same as the Travel Order Approver.
- * There must be a *Travel Authorizing Official*. This individual must have the proper authority set up in the Access Control Table, Screen 10.1. This should be an employee of the Travel Office which is located in the Logistics Management Office, Transportation Branch.

Approval Sequence For Travel Orders - Requesting Official

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 7** Travel **Enter**
- 3** Regular Travel Orders **Enter**
- 6** Request Travel Orders **Enter**

Or

- 3** Financial Management Functions **Enter**
- 7** Travel **Enter**
- 6** Request Travel Orders **Enter**

You will then be at Screen 12.71.

VCOMNET - ESIGMGR

v2.1.7 TRAVEL ORDER REQUEST APPROVAL SCREEN 12.71

TRAVEL ORDER NO	AMD NO	EMP ID NO	EMP NAME	REQUESTED DATE	PROCEED DATE
700172M4	0	SOTRN0504	TRAIN504, SOTRN504	15-JAN-97	19-NOV-96
REQ REMARK:					
REQ REMARK:					
REQ REMARK:					
REQ REMARK:					
REQ REMARK:					
REQ REMARK:					

<CTRL F1> VIEW TRAVEL ORDER
<CTRL F2> VIEW TRAVEL ORDER REMARKS <END> COMMIT <F10> EXIT

Enter Y to request this travel order, N to disapprove it.

Count: *1 <Replace>

Edit 2Ins DDe EEcho HHelp PPrint W SO/132 XExit -VT220- Alt+F10Exit

Press **F2**, type in the **Travel Order Number** (or **TAB** to the employee ID number field and enter the **Employee's ID Number**) and press **F3**.

Press the **Ctrl+F1** keys to view the Travel Order (Screen 12.23). Press **F10** to return to Screen 12.71.

VCOMNET - EISGMGR 12.23

v2.1.5 VIEW TRAVEL ORDER

TRAVEL ORDER NO: 700172M4 DATE OF REQUEST: 15-JAN-97

AMENDMENT NO: 0

TYPE OF ORDERS: 1 TEMPORARY DUTY CONFIRMATORY: Y

EMPLOYEE ID NO: SOTRN0504

NAME: SOTRN504 TRAIN504

POSITION TITLE: STUDENT

OFFICIAL STATION:

ORG CODE: M4M0100 PHONE NO: 502-582-5567

FOREIGN TRAVEL: ☐ PRIVATELY OWNED CONVEYANCE: ☐

FREQUENT TRAVELER: Y AUTHORIZED POC RATE: ☐

CREDIT CARD: Y VARIATION AUTHORIZED: Y

ADVANCE REQUESTED: Y PER DIEM - JTR: Y

ADVANCE PAYMENT DATE: 12-NOV-96 OTHER: ☐ SPECIFY:

CTRL F1 - VIEW TRAVEL ORDER ITINERARY CTRL F2 - VIEW COST AMOUNTS

CTRL F3 - VIEW TRAVEL ORDER FUNDING CTRL F4 - VIEW APPROVALS

<F10> EXIT <PGDN> VIEW REMARKS

Press <F2> to enter a query or <F4> for list of values.

Count: *1 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W--BQ/132 XExit -VT220- Alt+F10Exit

Press **Ctrl+F2** to view the Cost Amounts (Screen 12.25). Press **F10** to return to Screen 12.71.

VCOMNET - EISGMGR 12.25

v2.1.1 VIEW TRAVEL ORDER COST AMOUNTS

TRAVEL ORDER NO: 700172M4 DATE OF REQUEST: 15-JAN-97

AMENDMENT NO: 0

EMPLOYEE ID NO: SOTRN0504 NAME: SOTRN504 TRAIN504

TRVL COST CODE	TRAVEL COST DESCRIPTION	TRAVEL COST ESTIMATED AMT	TRAVEL COST SETTLED AMT
1	PER DIEM AMOUNT	310.00	0.00
4	TRANSPORTATION AMT - GOVT TRANS REQUEST	450.00	0.00
5	RENTAL CAR AMOUNT	200.00	0.00
6	MISC AMOUNT	100.00	0.00
TOTAL:		1060.00	

<F10> EXIT

Count: *4 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W--BQ/132 XExit -VT220- Alt+F10Exit

Press **Ctrl+F3** to view the Funding Percentages (Screen 12.26).

V2.1.1.11 VIEW TRAVEL ORDER FUNDING 12.26

TRAVEL ORDER NO: 700172M4 DATE OF REQUEST: 15-JAN-97

AMENDMENT NO: 0 EMPLOYEE: SOTRNO504 SOTRNO504 TRAIN504

ORDER WORK ITEM	FUNDING WORK ITEM	WORK CATEGORY	WORK CAT ELEMENT	PERCENTAGE
001SZV	001SZV	60110 LOCKS (NO1)	99998 FOR CEFMS CIVIL	100

FUND ACCT NO	AVAIL FOR REQUEST	AVAIL FOR APPROVAL	AVAIL FOR CERTIFICATION
M412493	500030533709.9	500031826106.8	500032874858.2

<PG DN> NXT BLOCK CTRL F1 - VIEW FUNDING <F10> EXIT

Count: *1 <Replace>

1Edit 2Ins DDel EEcho RHelp PPrint W---80/132 XExit -VT220- Alt+F10Exit

Press the **F10** key to return to the requester screen.

Press **Ctrl+F2** to view the travel order remarks. Press **F10** to return to the requester screen.

Press **Y** to request or **N** to disapprove. Press **Enter**. Enter any remarks regarding your approval/disapproval. Press **End**.

Press **F10** to return to the Menu Screen.

Approval Sequence For Travel Orders - Approving Official

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 7** Travel **Enter**
- 3** Regular Travel Orders **Enter**
- 7** Approve Travel Orders **Enter**

Or

- 3** Financial Management Functions **Enter**
- 7** Travel **Enter**
- 7** Approve Travel Orders **Enter**

You will then be at Screen 12.72.

V2.1.2 TRAVEL ORDER APPROVING OFFICIAL APPROVAL SCREEN 12.72

TRAVEL ORDER NO	AMEND NO	EMPLOYEE ID NO	ORG CODE	APPROVING OFFICIAL REMARK
700172M4	0	SOTRNO504	M4MD100	

<CTRL F1> VIEW ORDER <CTRL F2> SELECT ALL ORDERS <END> COMMIT <F10> EXIT

Enter Y to approve this order or N to disapprove it.

Count: *1 <Replace>

1Edit 2Ins DDe EEcho HHelp PPrint W80/132 XExit -VT220- Alt+F10Exit

Press **F2**, **F3** to bring in all travel orders for employees in the organization, or an organization which is a child to that organization or query on a specific travel order number by performing a query. Press **Ctrl+F2** to query all. A listing of travel orders ready for approval will populate. Use the **down arrow** key to go to the travel order to be approved. Press the **Enter** key to select the proper one.

All the information will be populated onto the screen.

Press **Ctrl+F1** to view the Travel Order (see Screen 12.23).

Press **Ctrl+F1** to view the Itinerary (Screen 12.24). Press **F10** to return to Approval Screen.

VCOMNET - ESIGMGR

V2.1.3 VIEW TRAVEL ORDER LEG ITINERARY 12.24

TRAVEL ORDER NO: 700172M4
AMENDMENT NO: 0
EMPLOYEE ID NO: SOTRN0504
DATE OF REQUEST: 15-JAN-97
NAME: SOTRN504 TRAIN504

LEG NUMBER: 1 LEG CANCELLED?
TDY CATEGORY: 2 TRAINING ATTENDANCE
METHOD OF REIMBURSEMENT: LDP LODGING PLUS
TRANSPORTATION PAID BY TRVLR: N MODE OF TRANSPRTN: TP TRNSPN REQ - PLANE
PURPOSE: CEFMS CONFERENCE AT HUNTSVILLE

DEPART DATE: 19-NOV-96 DEPART TIME: 800 RETURN DATE: 23-NOV-96 TIME: 1800
CONUS CODE LOCALITY COUNTRY/STATE
DEPARTURE: C KYLOU LOUISVILLE/JEFFERSON KENTUCKY
DESTINATION: C ALHUN HUNTSVILLE/MADISON ALABAMA
M&IE RATE: 30.00 LODGING RATE: 61.00 TOTAL PER DIEM RATE: 91.00
MCR NUMBER: TDY DAYS: 5 GOVERNMENT QUARTERS REQUIRED:

<F10> EXIT

Use the Up/Down arrow keys to scroll through the legs.
Count: *1 <Replace>

1Edit 2Ins DDe EEcho HHelp PPrint W--80/132 XExit -VT220- Alt+F10Exit

Press **Ctrl+F2** to view the Cost Amounts (Screen 12.25). Press **F10** to return to Approval Screen.

VCOMNET - ESIGMGR

V2.1.1 VIEW TRAVEL ORDER COST AMOUNTS 12.25

TRAVEL ORDER NO: 700172M4
AMENDMENT NO: 0
EMPLOYEE ID NO: SOTRN0504
DATE OF REQUEST: 15-JAN-97
NAME: SOTRN504 TRAIN504

TRVL COST CODE	TRAVEL COST DESCRIPTION	TRAVEL COST ESTIMATED AMT	TRAVEL COST SETTLED AMT
1	PER DIEM AMOUNT	310.00	0.00
4	TRANSPORTATION AMT - GOVT TRANS REQUEST	450.00	0.00
5	RENTAL CAR AMOUNT	200.00	0.00
6	MISC AMOUNT	100.00	0.00
TOTAL:		1060.00	

<F10> EXIT

Count: *4 <Replace>

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10PF10 NUMERIC Alt-F10Exit

Press **Ctrl+F3** to view the Funding Percentages (Screen 12.26).

Approval Sequence For Travel Orders - Funds Approving Official

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions **Enter**
- 5 Financial Management **Enter**
- 7 Travel **Enter**
- 3 Regular Travel Orders **Enter**
- 8 Funding Approval - Travel Orders **Enter**

Or

- 3 Financial Management Functions **Enter**
- 7 Travel **Enter**
- 8 Funding Approval - Travel Orders **Enter**

You will then be at Screen 12.70.

VCOMNET - ESIGMGR

v2.1.31 TRAVEL ORDER APPROVAL SCREEN 12.70

TRAVEL ORDER NO: 700172M4 DATE OF REQUEST: 15-JAN-1997

AMENDMENT NO: 0 ORG CODE: M4MO100

EMPLOYEE ID NO: SOTRNO504 NAME: SOTRNO504 TRAIN504

PURCHASE REQUEST NO:

Y REQUESTING OFFICIAL: SOTRNO100 TRAIN100 DATE SIGNED: 17-JAN-1997

REMARKS:

Y APPROVING OFFICIAL: SOTRNO200 TRAIN200 DATE SIGNED: 17-JAN-1997

REMARKS:

FUNDS APPROVING OFFICIAL:

REMARKS:

ORDER AUTHORIZING OFFICIAL:

REMARKS:

<Ctrl-F1> VIEW ORDER <PgUp> TOP OF SCREEN <END> COMMIT <F10> EXIT

<Ctrl-F2> MODIFY ORDER

'Y' to certify travel order, 'N' to disapprove. Then hit ENTER.

Count: *0

1Edit 2Ins Del ESchc HHelp PPrint W--SO/132 XExit -VT220- Alt+F10Exit

Press the **F4** key for funding approval. Press **F2** and query for a specific travel order number. Press **F3** (or press **F2**, **F3** for a list of all travel orders you are listed on as a funding approver). Use the **down arrow** key to go to the travel order to be approved and press **Enter**.

All the information will be populated onto the screen.

Press **Ctrl+F1** to view the order.

Press **Ctrl+F1** to view the Itinerary.

Press **Ctrl+F2** to view the Cost Amounts.

Press **Ctrl+F3** to view the Funding Percentages.

Press the **F10** key to return to the funding approval screen.

Press **Y** to approve or **N** to disapprove. Press **Enter**. Enter any remarks regarding your approval/disapproval, and press **Enter**. Press **End**. Press **F10** to return to the Menu.

Travel Vouchers - Origination

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**

7 Travel **Enter**

14 Create TDY Travel Vouchers **Enter**

You will be at Screen 7.25.

VCOMNET - ESIGMGR

v2.1.11 TRAVEL VOUCHER CREATE/UPDATE SCREEN 7.25

TRAVEL ORDER NO: 700172M4 VOUCHER STATUS: F PARTIAL TYPE:
VOUCHER NO: 1 VOUCHER AMEND NO: 0 AMEND DATE: 17-JAN-97

PAYEE ID NO: SOTRNO504 SOTRNO504 TRAINS04
MAILING ADDRESS: P.O. BOX 59
LOUISVILLE KY 40201
ORGANIZATION: M4MO100 OFFICE OPERATIONS BRANCH

LEAVE STATEMENT- DAYS: HOURS TAKEN: BETWEEN AND
TRANSPORTATION REQUEST NO: GOV AMEX ACT MEAL TICKET NO:
PRIVATELY OWNED CONVEYANCE TRAVEL CODE: C Owner

CTRL F1- ITINERARY CTRL F2- VIEW ACCT CLASSIFICATIONS
CTRL F3- VIEW ADVANCES CTRL F4- REIMBURSABLE EXPENSES
SHFT F5- DELETE VOUCHER
<PGDN> REMARKS <END> COMMIT <F10> EXIT

FRM-40400: Transaction complete -- 1 records posted and committed.
Count: *0 <Replace>
1PF1 2PF2 3PF3 4PF4 5F5 6F6 7F7 8F8 9F9 10F10 NUMERIC Alt-F10Exit

Press **F4** to select the Travel Order Number. You may perform a query. Press **F2**, enter the **Travel Order Number**, and press **F3** to execute. Press **Enter** to select.

The Payee ID Number, Mailing Address, and Organization populates automatically.

Status

Enter **P** for Partial, **F** for Final, or **S** for Supplemental. Press **Enter**. (Only use **P** if you are filing a voucher during extended TDY.)

Partial Type

If a **P** is entered, type one of the following: **B** for Beginning, **M** for Middle, **F** for Final. Press **Enter**. If not filing a partial voucher, this field will be automatically skipped.

Leave Days

Enter the number of days of leave associated with the TDY. Press **Enter**. Press **Enter** or **Tab** to skip fields if no leave was taken.

Leave Hours

Enter the number of hours of leave associated with the TDY. Press **Enter**. Press **Enter** or **Tab** to skip fields if no leave was taken.

Between

Enter the dates of the TDY **DD-MON-YYYY**. Press **Enter**. Type **DD-MON-YYYY**. Press **Enter**.

Transportation Request Number

Enter this number from the airline ticket. Press **Enter**. If the Logistics Management Office paid for the ticket with the Government AMEX Account - enter **GOV AMEX ACT**.

Meal Ticket Number

Enter the Meal Ticket Number if applicable. Press **Enter**, or just press **Enter** to bypass.

Privately Owned Conveyance

Enter **O** for owner, or **P** for passenger if your POC was used for the TDY or for traveling to and from the airport. Press **Enter**.

To enter remarks, press **PageDown**. Enter the Traveler's Remarks, press **End** to save. Enter the Long Distance Approver's Remarks and the Reviewer's Remarks (pressing **End** after each) OR press **End** to bypass. When the screen returns to 7.25, press **End** to save the remarks.

Press **Ctrl+F1** to enter Itinerary.

You will be at Screen 7.35.

```

VCOMNET - ESIGMGR
v2.1.12----- TRAVEL VOUCHER ITINERARY CREATE/UPDATE SCREEN ----- 7.35

TRAVEL ORDER NO: 700172M4 VOUCHER AMEND NO: 0 VOUCHER STATUS: F
TRAVEL VOUCHER NO: 1 VOUCHER DATE: 17-JAN-97 PARTIAL TYPE:

SEQ ORDR
NUM LEG DT LN DATE TIME STP RSM QTRS TYP COST MEAL TYP POC MILES
1 1 ARR: 19-NOV-96 800 MODE TRANSPRT: TP HRS WRKD: CONUS/OCONUS IND: C
LOCN CODE: KYLOU LOUISVILLE/JEFFERSON KENTUCKY
SEQ ORDR
NUM LEG DT LN DATE TIME STP RSM QTRS TYP COST MEAL TYP POC MILES
2 1 ARR: 19-NOV-96 1100 TE CH 60.00 CM
DEP: 23-NOV-96 1800 MODE TRANSPRT: TP HRS WRKD: CONUS/OCONUS IND: C
LOCN CODE: ALHUN HUNTSVILLE/MADISON ALABAMA

<UP/DN ARROW> PREV/NEXT SEQUENCE <SHIFT-F5> DELETE SEQUENCE NUM
<CTRL-F1> VIEW TRVL ORDER LEGS <CTRL-F2> DAILY EXCEPTIONS
<F9> CREATE NEW SEQ <F5> CLEAR SEQ <END> COMMIT <F10> EXIT

FRM-40100: At first record.
Count: *0 v <Replace>
1 Edit 2 Ins Del E Sch H Help P Print W- SG/132 X Exit -VT220- Alt+F10 Exit

```

For the purpose of the voucher, a Sequence is considered when the traveler stops en route. For example, for a TDY trip from Vicksburg, MS, to Washington, D.C.:

* Travel Order Leg 1

- * Sequence 1 - Residence/office to Jackson airport.
- * Sequence 2 - Jackson airport to Washington.
- * Sequence 3 - Washington to Jackson airport.
- * Sequence 4 - Airport to residence/office.

Seq

Sequence number of this portion of the trip automatically populates sequence one. Press **Enter**.

TO Leg

This is the Travel Order Leg number. If there was only one purpose or TDY station during your TDY, there will be one Travel Order Leg. Press **Enter**.

Departure Date

Automatically populated from travel order. If correct, press **Enter**. Or, enter the correct date of departure **DD-MON-YYYY**. Press **Enter**.

Departure Time

Automatically populated from travel order. If correct, press **Enter**. Or, enter the correct time departed. Example **0600** (Military Time). Press **Enter**.

Mode of Transportation

Automatically populated from travel order. If correct, press **Enter** *Or* enter the correct mode of transportation for this itinerary leg. Press **F4** to choose from a list screen - e.g., **TP** (Government Purchased Airline Ticket). Press **Enter**.

Hours Worked

Read the Message Line to see if the entry is appropriate. Press **Enter**. Press **C** for CONUS travel or **O** for OCONUS travel. Press **Enter**.

Code

Enter the **state/city code** for the city departing from, *Or* press **F4** for a list. To perform a query, press **F4** for a list screen, press **F2** to query, enter the state abbreviation (e.g., **MS%** for Mississippi), and press **F3** to execute the query. Use the **down arrow** key to scroll through available options and press **Enter** to select. Press **Enter**.

Seq Num

Enter the sequence number of this portion of your trip (e.g., this will be Itinerary sequence **2** of Travel Order Leg **1**). Press **Enter**.

TO Leg

This is the Travel Order Leg number. If there was only one purpose or TDY station during TDY, then there will only be one TO Leg. Press **Enter**.

DT LN

This is the International Dateline field. Press **Enter** or **F1** for help, if applicable.

Arrival Date

Enter the date of arrival **DD-MON-YYYY**. Press **Enter**. For example, this will be the date and time arrived at the airport.

Arrival Time

Enter the time arrived. Example **0730**. Press **Enter**.

STP

Enter the reason for the stop or Press **F4** for a list screen. Use the **down arrow** to select and press **Enter**. Available options are **AD** - authorized delay, **AT** - awaiting transportation, **LV** - leave en route, **MC** - mission complete, **TD** - temporary duty.

Qtrs

Refer to the Message Line. If TD, AD, or STP is selected then enter **CM**, **GQ**, or **GQO**. Press **Enter**.

Cost

Enter the total amount from the bill. Press **Enter**.

Meal

Refer to the Message Line. Enter meal type. The choices are: **CM** - commercial, **GM** - govt mess, **DE** - deductible, **FR** - free. Press **Enter**.

POC Miles

Enter the POC miles, if applicable, and press **Enter**.

Departure Date and Hours

Enter the date and time of departure **DD-MON-YYYY**. Press **Enter** twice.

Mode of Transportation

Enter the mode of transportation for this sequence. Press **F4** to choose from a list screen (e.g., **PA** for private auto to airport. Press **Enter**.

Hours Worked

Press **Enter** unless leave was taken. If leave was taken, enter the number of hours worked. Press **C** for CONUS travel or **O** for OCONUS travel. Press **Enter**.

Code

Press the **F4** key for a list screen of location codes. The listing will populate beginning with Alabama. Press **F2** to query, press **Tab** to the Location field and type in the location to query. Press **Enter** to select. Press **Enter**.

DT LN

This is the International Dateline field. Press **Enter** or **F1** for help, if applicable.

Departure Time

Enter the time you departed. Example **0900**. Press **Enter**.

The continuing sequences must be entered. Each sequence of the trip must be entered in this fashion. After reaching the final destination (the last sequence), press the **End** key to save. Be sure the reason for stopping is **MC** (mission complete).

The cursor will move automatically to the CONUS/OCONUS field.

NOTE: To insert a sequence on the travel voucher, position the cursor on the existing sequence which will be before the leg to insert. Press the F9 key and enter the information.

Press **End** to save. Press **F10** to return to header screen 7.25.

Press **Ctrl+F4** to enter the reimbursable expenses.

Reimbursable expenses include mileage to/from the airport, parking at different locations, tips, tolls, taxis, laundry, etc. In order to be reimbursed for these expenses, the traveler **must** have the expenses listed as Special Conveyance, Long Distance, Rental Car, etc. in the REMARKS section of the Travel order *and* have the proper cost amounts entered.

Date

Enter the date of the reimbursable expense in the format **DD-MON-YYYY**. Press **Enter**.

Reimbursable Expense

Enter the **two character code** for the reimbursable expense and press **Enter**, or press **F4** to choose the code from a list screen. Use the **down arrow** key to choose, and press **Enter** to select. Press **Enter**.

Amount

Enter the amount of the reimbursable expense and press **Enter**.

Press **End** to save. Continue this process for each reimbursable expense.

Press **F10** to return to menu.

The travel voucher is now ready for approval.

Travel Voucher Approval - Traveler

Hitchhiker's Guide to CEFMS

Once a Travel Voucher has been completed, the traveler should follow this process to sign the voucher. The traveler must also sign the hard copy printout and forward to the approver with travel receipts.

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 7** Travel **Enter**
- 6** Travel Vouchers **Enter**
- 4** TDY Travel Voucher Approval (Traveler) **Enter**

Or

- 3** Financial Management Functions **Enter**
- 7** Travel **Enter**
- 15** TDY Voucher Traveler Approval **Enter**

You will be at Screen 7.23.

VCOMNET - ESIGMGR

V2.1.8 TRAVEL VOUCHER APPROVAL SCREEN 7.23

TRAVEL ORDER NO: 700172M4

TRAVEL VOUCHER NO: 1 AMEND NO: 0 VOUCHER DATE: 17-JAN-97

EMPLOYEE: SOTRN504 TRAIN504

PENALTY: The penalty for willfully making a false claim is: Maximum fine of \$10,000 or maximum imprisonment of 5 years, or both.

I hereby claim any amount due me. The statements made on this form and any supporting documents are true & complete. Payment/credit hasn't been received.

Y DATE: 17-JAN-97 TRAVELER'S NAME: SOTRN504 TRAIN504 SIGNATURE:

LONG DISTANCE CALLS - APPROVING OFFICER

Long distance calls are certified as necessary in the interest of the Govt.

DATE: APPROVER'S NAME: SIGNATURE:

REVIEWING / APPROVING OFFICIAL

DATE: REVIEWER'S NAME: SIGNATURE:

<CTRL F1> VIEW VOUCHER <PGDN> REMARKS <END> COMMIT <F10> EXIT

FRM-40400: Transaction complete -- 5 records posted and committed.

Count: *1 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W--BO/132 XExit -VT220- Alt+F10Exit

Press **F4** to choose the Travel Voucher from a list screen. Press **F2**, type in the **Travel Order Number**, and press **F3** to execute.

Press **Enter** to select.

To review the voucher before signing, press **Ctrl+F1**. Press **F10** to return to menu.

PageDown to enter remarks regarding the travel voucher.

Press **End** to save.

Press **Y** to approve the voucher. Press **End** to commit. The message line will show which documents are being signed, press **Enter** to acknowledge each message.

Press **F10** to exit. The voucher is now ready for supervisory approval.

Travel Voucher Approval - Reviewer

Hitchhiker's Guide to CEFMS

Please ensure that the travel voucher hard copy printout is signed and all receipts are attached.

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 7** Travel **Enter**
- 6** Travel Vouchers **Enter**
- 5** TDY Travel Voucher Approval (Reviewer) **Enter**

Or

- 3** Financial Management Functions **Enter**
- 7** Travel **Enter**
- 16** TDY Voucher Reviewer Approval **Enter**

You will be at Screen 7.23.

VCOMNET - EISGMGR

V2.1.8 TRAVEL VOUCHER APPROVAL SCREEN 7.23

TRAVEL ORDER NO: 700172M4

TRAVEL VOUCHER NO: 1 AMEND NO: 0 VOUCHER DATE: 17-JAN-97

EMPLOYEE: SOTRN504 TRAIN504

PENALTY: The penalty for willfully making a false claim is: Maximum fine of \$10,000 or maximum imprisonment of 5 years, or both.

I hereby claim any amount due me. The statements made on this form and any supporting documents are true & complete. Payment/credit hasn't been received.

Y DATE: 17-JAN-97 TRAVELER'S NAME: SOTRN504 TRAIN504

SIGNATURE:

LONG DISTANCE CALLS - APPROVING OFFICER

Long distance calls are certified as necessary in the interest of the Govt.

DATE: APPROVER'S NAME: SIGNATURE:

REVIEWING / APPROVING OFFICIAL

Y DATE: 17-JAN-97 REVIEWER'S NAME: SOTRN100 TRAIN100

SIGNATURE:

<CTRL F1> VIEW VOUCHER <PGDN> REMARKS <END> COMMIT <F10> EXIT

FRM-40400: Transaction complete -- 5 records posted and committed.

Count: *1 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W-BO/132 XExit -VT220- Alt+F10Exit

Press **F4** to choose the Travel Voucher from a list screen. Press **F2**, type in **Travel Order Number**, and press **F3** to execute.

Press **Enter** to select.

To review the voucher before approving, press **Ctrl+F1**.

Press **F10** to return to menu.

Press **PageDown** to enter remarks regarding the travel voucher. Press **End** to save.

Long Distance Phone Calls

Press **Y** to approve the long-distance phone calls. Press **End** to commit. The message line will alert which documents are being signed; press **Enter** to acknowledge each message. If required, press **F10** and re-query the voucher to complete the approval process.

Review/Approval

Press **Ctrl+F1** twice to review the itinerary. Press **F10**. Press **Ctrl+F4** to review the reimbursable expenses. Press **F10** twice.

At the Approval Screen (7.23), press **Ctrl+F6** to display the Travel Approval Statement.

Enter a **Y** in the highlighted block if the signed hard copy of the travel voucher has been reviewed. Press **End** to commit. The message line will alert which documents are being signed, press **Enter** to acknowledge each message.

Press **F10** to exit.

Print A Travel Voucher

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**

7 Travel **Enter**

20 Print Travel Orders/Vouchers/Local Vouchers **Enter**

4 Print Travel Vouchers (After 30 Sep 95) **Enter**

Or

6 Print Old Travel Vouchers (Before 1 Oct 95) **Enter**

You will be at Screen 7.40.

S	E	L	TRAVEL ORDER NO	VCHR NO	AMEND NO	EMPLOYEE	EMP ORG	REVIEW DATE	TR- VLR	PHON CALL	RE- VWR
X			700172M4	1	0	SOTRNO504	SOTRNS04 TRAIN	M4MO100	17-JAN-97	Y	Y

<PG DN> PRINT VOUCHERS <SHIFT-F2> NEXT SET OF RECS <F10> EXIT

Enter 'X' to select for printing, remove 'X' to not print

Count: *1 <Replace>

1PF1 2PF2 3PF3 4PF4 5FS 6F6 7F7 8F8 9F9 10F10 NUMERIC Alt-F10Exit

Press **F2** to query, type the **Travel Order Number**, and press **F3** to execute the query. When the screen populates, press **End** to print.

Print/List

Type **Y** and press **Enter**.

Copies

Type the number of copies and press **Enter**.

Printer

Enter the printer to use and press **Enter**, or press **F4** to choose the printer from a list screen. Press **Enter**.

Days to Retain

Three is the default. Press **Enter** to accept, or type the number of days to retain, and press **Enter**.

OK to Proceed

Type **Y** and press **Enter**.

Screen will go blank - answer any prompts.

Press **Enter** when the screen prompts you to return to menu (SQL*Forms, message on blue screen).